APPENDIX B - ELECTRONIC DELIVERABLES

BROWNFIELDS TECHNICAL AND ANALYTICAL SUPPORT CONTRACT

Outreach and Special Projects Staff

The Environmental Protection Agency (EPA) has committed to, make information from all EPA programs available through the Internet and other electronic means that Americans and local organizations can access in their homes, schools and libraries. [Reinventing Environmental Regulation, #17]. Encouraging the growth of this form of communication will promote efficiency of public access to information, protect the environment, and promote economy and efficiency in the governments operations. With these goals in mind, the following are the minimum requirements for all deliverable documents. The Contractor may be notified of additional requirements and additional deliverables or exceptions to these standards on a case-by-case basis. In addition to the meeting the Publication Standards mentioned above in Item 8, deliverables should follow the EPA Internet publication standards available on http://www.epa.gov/epahome/webguide/guide.htm and delivered in the electronic formats described in this Attachment.

Electronic Source Files

To promote efficiency and economy in government operations, the contractor shall deliver the electronic source files used to create the deliverables. Electronic source files are critical for the making minor corrections, updating the deliverable in the future, and generating new electronic publication formats as they are developed. Because computers and programs vary, all source files should use EPA approved software and Microsoft Windows True Type fonts, unless otherwise authorized by the WAM. The EPA-approved software list may change with notification by the WAM. While not all-inclusive, the current list includes: All word processing documents shall be in WordPerfect 6.1. Publications, which need more sophisticated publications software should use PageMaker 5.0. Presentations should use Freelance 2.1 or Power Point 4.0 software. Database applications include Oracle, Lotus Notes, Approach, and Fox Pro. To the extent practicable, electronic files shall be formatted for printing on standard 8 ½ inch by 11 inch paper. Electronic files shall be delivered on CD-ROMS or 3 ½ inch high-density PC-formatted diskettes which are appropriately labeled with the file and date to identify the contents.

Internet Ready Electronic Files

To fulfill the EPA mandate to make information from all EPA programs available through the Internet and other electronic means that Americans and local organizations can access in their homes, schools and libraries. [Reinventing Environmental Regulation, #17]. The contractor shall provide the deliverable in two Internet-ready file formats -- Portable Document Format (PDF) 3.0 and Hyper-Text Markup Language (HTML) 2.0. Deliverables which are designated by the Outreach and Special Projects Staff to be available on the Internet, Intranet, Extranet or LAN must be delivered as "Internet Ready."

Documents greater than 500 Kilobytes in size (unzipped) must be broken up into multiple files of no greater than 500 Kilobytes. Standard MS-DOS eight character naming convention apply and appropriate extensions are required (i.e., Adobe Acrobat files must end with ".pdf", and HTML files with ".htm".) Documents that will need to be read on-line on the Internet by fairly non-computer-technical customers will need to be in HTML. Complex documents (those with graphics, tables, formulas, etc.) must be delivered in PDF format. For further direction, please see your EPA work assignment manager or delivery order project officer.

HTML requirements: The HTML version shall be easily readable using both of the following browsers (Netscape and Internet Explorer), and shall have text alternatives to graphics so that the information is understandable using a text-based browser such as Links. Tables and columns shall show dividing lines to facilitate reading, unless the various cells of data are easily distinguishable without the use of lines. Documents over 200 Kilobytes shall be broken into logical sections that are linked (so that the bottom of one page takes you to the top of the next). Contractor shall utilize relative URL addressing protocol. At the bottom of each page there shall be a date for when the document was last updated. The HTML version shall look as much like the original published version (graphics, fonts, etc.) as possible, with the exceptions already noted, without sacrificing readability. All graphics which are linked to the documents shall be provided in GIF or JPG format for compatibility with the WWW and delivered with the HTML documents. Contractor shall assume that graphics will be stored in the same directory on the WWW server as the document itself. Files shall be delivered unzipped. (For more information, see http://www.epa.gov/swerosps-test/abthtml.htm)

PDF requirements: The PDF file shall be able to produce a complete, correct replica of the published document with all text, tables, graphics, appendices, etc., included as they would be in the published version. PDF files can be produced by printing the documents to a postscript print file and then running it through the Adobe Acrobat Distiller. Files over 500 kilobytes shall be broken into logical sections of 500 Kilobytes maximum. Files shall be delivered unzipped. (For more information, see http://www.epa.gov/epahome/pdf.html)

Preparation of a Description Record

For documents which are eventually going to be posted by OSPS to the Internet, the Contractor shall prepare a descriptive record (or "metadata file") for each deliverable prepared for the Internet. Descriptive records are one to two pages in length and must be saved as ASCII files. the name of each file should begin with "md-" and end with ".txt" (e.g., "md-doc.txt" where "doc" is substituted with a 3-4 number/character name that is unique for the document).

Each descriptive record shall contain the following headings for information: the **title of**

deliverable (limited to 65 characters); **EPA identification number, if applicable;** a 500 word or less **abstract** of the deliverable; **purpose** of the document; **access constraints, if any; publication date; technical prerequisites** or information on any specialized software needed to read the file; **automated linkage** or information on special links needed to access the file; **document size** (in bytes and pages); **coverage** (specific parties or geographic regions for which the information is relative; **a date** after which the information will no longer be timely); the **date the file was last modified; systems and data sources** from which the file was derived; and **Agency supplemental information** (anything else the reader should know about the document).

This file format may be replaced by an on-line database procedure, during the life of this Work assignment. The current format for the metadata record with some of the more standard information is:

Metadata Record
1. TITLE:
2. IDENTIFICATION NUMBER: **EPA NNN-X-NN-NNN**
3. ABSTRACT:
4. PURPOSE:
5. ORIGINATOR: Outreach and Special Projects Staff
Office of Solid Waste and Emergency Response
Mail Code 5101
6. ACCESS CONSTRAINTS:
7. PUBLICATION DATE: Month, 4-digit Year

8. AVAILABILITY -
A. DISTRIBUTOR: Superfund/RCRA Hotline
B. ORDER PROCESS: Call, write or fax your order to:
Superfund/RCRA Hotline at 800-231-3075
C. TECHNICAL PREREQUISITES:
D. AUTOMATED LINKAGE:
9. COVERAGE:
10. TIME PERIOD OF COVERAGE:
11. POINT OF CONTACT FOR FURTHER INFORMATION:
Superfund/RCRA Hotline at 800-231-3075
12. CATALOGUING SOURCE:
Outreach and Special Projects Staff
13. DATE OF CREATION: DD/MM/YY
14. ELEMENTS FOR INFORMATION SYSTEMS:
AGENCY PROGRAM:
SOURCES OF DATA:
15. AGENCY SUPPLEMENTAL INFORMATION: